

PETROLEUM TANK RELEASE COMPENSATION BOARD

LABOR REIMBURSEMENT POLICY

Purpose: To establish guidelines to be followed by Board staff pertaining to hourly labor rate for labor applicable to the level of effort provided by the employee.

Background: For the years 2000, 2001, 2002 and 2003, the Board staff has included with the correspondence to consultants on Pre-Approval of labor & Equipment Rates a consultant /contractor code list and fee schedule. The code list provides a code, a title and typical duties. The fee schedule is a listing of the codes, title and blank spaces for the consultants to enter the rates requested for pre-approved.

The Board rules permit a consultant to file with the board, and amend, not more than once a year, the rates which it bills clients in Montana for the services described in the board's fee schedule list.

Some consultants, either through staff difficulties, scheduling problems, or lack of staff have utilized a higher billing staff to perform tasks commonly performed by a lower billing staff person and have requested reimbursement at the higher rate.

Policy: The Board determined, that effective immediately, the Petroleum Tank Release Compensation Fund Board staff will reimburse labor costs billed on a time and materials basis according to the duties performed rather than the title or position that an employee holds. The duties performed are described in the following table:

Code	Title	Duties
A01004	Word Processor	Typing & editing reports.
A01007	Draftsperson	Preparation of maps and figures for reports.
A01009	Drafter CAD	Uses CAD to prepare maps and figures for reports.
A01014	Staff Engineer/ Geologist/Scientist	Assists project staff in report writing, or researching and compiling background information for the project staff persons. Supervises on-site activities.
A01015	Project Engineer/ Geologist/Scientist	Manages project, schedules work, develops work plans and prepared reports as required for the remediation of a site.
A01016	Senior Engineer/ Geologist/Scientist	Oversees project staff, reviews reports, and assists with complicated remediation site management. Fieldwork preparations of reports or work plans are typically not recommended for reimbursement.
A01017	Principal Engineer/ Geologist/Scientist	Oversees complicated projects or work plans if they would required designs which need review by a professional engineer. This individual is not typically on-site performing basic fieldwork.
A01029	Industrial Hygienist	Human health impact evaluations for complex site assessment & cleanup plans.
A01031	General Laborer	Non-technical labor related activities.
A01032	Land Surveyor – Registered	Initial survey of groundwater monitoring well elevations.

A01033	Project Manager	Use description of labor codes A01015, and A01016 where appropriate.
A01034	Senior Project Manager	Use descriptions of labor codes A01016 or A01017 where appropriate.
A01049	Technician I	Assists senior personnel on-site and assists with report preparation; requires supervision.
A01050	Technician II	Conducts field sampling without supervision. Assists senior personnel with other fieldwork and assists with report preparation.
A01051	Technician III (Sr)	Directs entry and staff level technicians. Conducts field sampling without supervision. May act as site coordinator for basic fieldwork, report and work plan preparation.

References:

§75-11-307 - Reimbursement for expenses caused by a release.

§75-11-309 - Procedures for reimbursement of eligible costs.

ARM 17.58.341 – Consultant labor Codes, Titles and Duties

Approved by Board Vote on March 29, 2004 and the original was signed by Barry Johnston 6/7/04.

Barry Johnston, Presiding Officer
Petroleum Tank Release Compensation Board